

***Job Applied For:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***PERSONAL DETAILS***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname |  |  | Title |  |
| First Name(s) |  |  | Known as  (if applicable) |  |
| Any other previous names |  |  | Religious Denomination/Faith |  |

|  |
| --- |
| **Current Address** |
|  |

If you have lived at this address for less than 5 years, please list all other addresses at which you

have lived during this period with dates:

|  |  |
| --- | --- |
| **Previous Addresses** | **Dates** |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No(s) |  | | |
| Email Address |  | | |
| National Insurance Number |  | | |
| Enhanced DBS Number |  | DBS Issue Date |  |
|  |  | | |



***PRESENT EMPLOYMENT***

|  |  |
| --- | --- |
| *Are you presently employed?* | Yes:  No:  If no, please proceed to the next section. |
| **Details of Present Post** | |
| Role |  |
| At |  |
| Address |  |
| Telephone No |  |
| Permanent:  Temporary:    Full time:  Part time:  Job share: |  |
| Date of Appointment |  |
| Description of key duties/  responsibilities |  |



***EMPLOYMENT HISTORY AND WORK EXPERIENCE***

Please complete in chronological order, **starting with the most recent**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employment/**  **Experience** | **Employer/Location** | **Responsibilities** | **Dates**  **Month /Year** | | **Reason for Leaving** |
| **From** | **To** |
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If there are any periods of time that have not been accounted for in your application, for instance,

periods spent raising a family or of extended travel, please give details of them here with dates.

|  |  |
| --- | --- |
| **Dates (from – to)** | **Activity** |
|  |  |
|  |  |
|  |  |



***EDUCATION AND TRAINING***

Please complete in chronological order, **starting with the most recent**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Full name and address of establishment** | **Full time or part time** | **Dates Attended**  **Month/Year** | | **Date of Award** | **Awarding Body**  **&**  **Registration No**  **(if known)** | **Award** |
| **From** | **To** |
| **Post Graduate Qualifications** | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Higher Education Qualifications** | | | | | | |
|  |  |  |  |  |  |  |
| **School/college Qualifications** | | | | | | |
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**Continued Professional Development**

Please list any courses you have completed and/or any professional development in which you

have been involved in the past 3 years which you consider relevant to this post (e.g. training

courses, first aid, ICT etc).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Course Provider** | **Length of Course** | **Dates**  **From / To** | **Award/Grade Received**  **(if applicable)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Safeguarding Training***

Date of most recent safeguarding training:



|  |
| --- |
| ***SUPPORTING STATEMENT*** Please provide a written statement detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification. |



**REFERENCES**

You should provide one professional referee, ideally your most recent employer and one personal referee. A referee who is a current or former employer should have full access to your personnel records, to the extent that this is achievable in compliance with the General Data Protection Regulation.

**It is the responsibility of the Applicant to ensure that all named referees, have explicitly consented to providing a reference.** You are advised to read the relevant section.

|  |
| --- |
| **Referee 1 –** Current or most recent employer  Title:  Name:  Role:  Organisation:  Address:  Telephone:  Email: |
|  |
| **Referee 2 –** Character reference:  Title:  Name:  Designation:  Organisation:  Address:  Telephone:  Email: |
|  |
| Notes:  (i) We reserve the right to take up references with any previous employer. Please state here if you do not want us to do so at this stage and provide reasons.  (ii) If any of your referees knew you by another name, please specify that name(s) here: |





**D*ISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS***

|  |  |
| --- | --- |
| Wadsley Church is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.  Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.  Yes:  No: N  If yes, please provide details:-   |  | | --- | |  |   By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99): Y  In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) (formerly DBS Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.  By checking the box below you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service (“DBS”):Y |



***REHABILITATION OF OFFENDERS ACT 1974***

If you have been convicted of a criminal offence the details must be disclosed on the separate document

entitled “Rehabilitation of Offenders Act 1974 – Disclosure Form” together with any cautions or bind-overs,

pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of

Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope

marked “confidential”. If you do not have any convictions, please complete the relevant section in the

Disclosure Form.

***General Data Protection Regulation (GDPR)***

*Wadsley Church operates within the guidelines of the General Data Protection Regulation (GDPR).*

***REQUEST FOR YOUR CONSENT TO PROCESS YOUR DATA***

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the

purpose for which we are requesting your consent to collect and process the data we have asked you to

provide on this application form.

* Please tick this box if you have any objection to our collecting and processing your personal information as

described in paragraphs 1-8 above .

***IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006***

Wadsley Church PCC will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. By checking the below box you hereby confirm that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested:

***IMMIGRATION ACT 2016***

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. The requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016.

***DECLARATION***

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) and/or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults

Signature:

Date:

Model Rehabilitation of Offenders Act 1974 – Disclosure Form

This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant Wadsley Church Application Form.

Where you are making an application in writing, this form must be completed and sent in a separate, sealed envelope marked “confidential” and returned with your completed Application Form and any other supplementary or supporting documents.

1. In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
2. The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups.
3. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure. **This means that you must disclose spent and unspent convictions on this form other than those which are so “protected”. This may include any driving offences. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.**

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions. It is a criminal offence to apply for a position working with children if you are excluded from doing so.

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Please check the appropriate box to indicate whether you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013):

No:

Yes:

If you have answered yes to the question above, please set out the details below:-

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Conviction/pending Hearing/Caution/Reprimand/Warning | Offence | Sentence | Details of Police/Court involved |
|  |  |  |  |
|  |  |  |  |

**Declaration: I hereby certify that the** information given above is true and accurate:

SIGNATURE :

DATE :

**YOUR PERSONAL DATA**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we will collect and process the data we have asked you to provide on this disclosure form. Please see the privacy statement below.

**Privacy Notice: Important Information Regarding Your Data**

1. We are Wadsley Parish Church, Worrall Road, Sheffield, S6 4BB, a parish church within the Church of England.
2. To the extent that you have disclosed any criminal record information on this form, your information may be shared with OFSTED and the Local Authority Designated Officer for child protection matters (the LADO).
3. We require the information requested on this form in order to process your application for employment and to ascertain whether you are a suitable candidate to work with children/in a child centred environment.
4. We require you to complete this form regarding criminal record disclosure as the information is needed in order to comply with our legal obligation to safeguard and protect children from harm.
5. If your application is successful and you have disclosed criminal record information on this form, we shall retain the form as part of your permanent employment record and afterwards in accordance with the School’s data retention policy. In addition, we shall document and retain records of relevant guidance/advice received by OFSTED and/or the LADO and any other appropriate third party.[[1]](#footnote-1)
6. If you are unsuccessful and you have disclosed criminal record information which could disqualify you from working with children/in a child centred environment, we shall share the information you have provided on this form with OFSTED and/or the LADO and any other appropriate third party.[[2]](#footnote-2)
7. If you are unsuccessful and you have not disclosed criminal record information on this form, this form shall be destroyed after a maximum period of 6 months.
8. If you fail to complete this form we will not be able to comply with our legal duty to safeguard children and cannot therefore continue to process your employment application or offer you a position within our organisation.
9. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our Church Wardens. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: ico.org.uk

1. See paragraph 2. [↑](#footnote-ref-1)
2. Ibid [↑](#footnote-ref-2)